Annual Report

1985 ~ 1986

Alberta

MANPOWER

Editor's Note: On September 12, 1986 the department's name changed from Alberta Manpower to Alberta Career Development and Employment. Because this report covers the period April 1, 1985 to March 31, 1986, the department is referred to as Alberta Manpower.

Alberta
CAREER DEVELOPMENT
AND EMPLOYMENT

Office of the Minister

126 Legislature Building, Edmonton, Alberta, Canada T5K 2B6 403/427-0358

December 1986

The Honourable David Carter
Speaker of the Legislative Assembly of Alberta

Dear Mr. Speaker:

I have the honour of submitting the Annual Report of Alberta Manpower for the year ending March 31, 1986.

Respectfully submitted,

Rick Orman
Minister

Alberta
CAREER DEVELOPMENT
AND EMPLOYMENT

Office of the Deputy Minister

18th Floor Park Square, 10001 Bellamy Hill, Edmonton, Alberta, Canada T5J 3C1 403/427-3659

December 1986

Honourable Rick Orman
Minister of Career Development and Employment
126 Legislature Building
Edmonton, Alberta

Sir:

I am pleased to present the Annual Report of Alberta Manpower, which provides details of the operations for the fiscal year April 1, 1985 to March 31, 1986.

Respectfully submitted,

Al N. Craig
Deputy Minister

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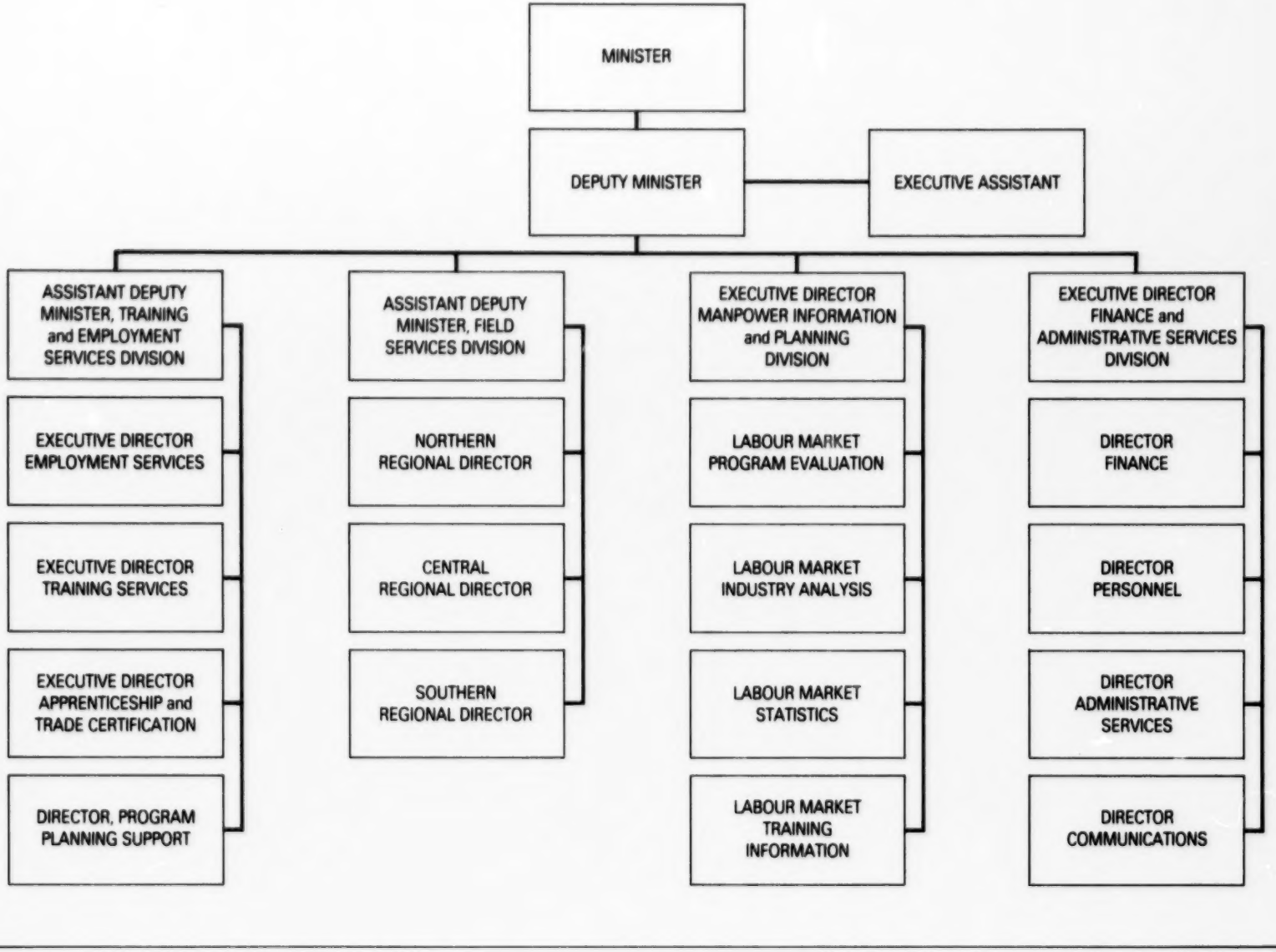
MINISTER
DEPUTY MINISTER
EXECUTIVE ASSISTANT
ASSISTANT DEPUTY MINISTER, TRAINING and EMPLOYMENT SERVICES DIVISION
EXECUTIVE DIRECTOR EMPLOYMENT SERVICES
EXECUTIVE DIRECTOR TRAINING SERVICES
EXECUTIVE DIRECTOR APPRENTICESHIP and TRADE CERTIFICATION
DIRECTOR, PROGRAM PLANNING SUPPORT
ASSISTANT DEPUTY MINISTER, FIELD SERVICES DIVISION
NORTHERN REGIONAL DIRECTOR
CENTRAL REGIONAL DIRECTOR
SOUTHERN REGIONAL DIRECTOR
EXECUTIVE DIRECTOR MANPOWER INFORMATION and PLANNING DIVISION
LABOUR MARKET PROGRAM EVALUATION
LABOUR MARKET INDUSTRY ANALYSIS
LABOUR MARKET STATISTICS
LABOUR MARKET TRAINING INFORMATION
EXECUTIVE DIRECTOR FINANCE and ADMINISTRATIVE SERVICES DIVISION
DIRECTOR FINANCE
DIRECTOR PERSONNEL
DIRECTOR ADMINISTRATIVE SERVICES
DIRECTOR COMMUNICATIONS

Report of the Deputy Minister

Alberta Manpower underwent a major reorganization during the 1985/86 fiscal year. In an effort to have a common supervisory structure working in Alberta's three regions, a decision was taken to regionalize Alberta Manpower's organization.

This regionalization involved extensive internal reorganization to realign functions under new divisions and the establishment of new "regional offices" in Peace River, Edmonton and Calgary. The regional offices coordinate all delivery functions of Alberta Manpower in the field.

All departmental functions have been separated into four divisions: Training and Employment Services; Field Services; Manpower Information and Planning; and, Finance and Administrative Services.

While Alberta Manpower always had a regional presence, many offices were separate units having limited contact with one another. Regionalization will allow Alberta Manpower branches to operate more directly at the field level, work more closely together, provide more effective service to clients and stream-line operating procedures.

In the 1985/86 fiscal year, Alberta Manpower provided over 25 training and employment programs and services with a total budget allocation in excess of $200 million.

One of the year's highlights in the Immigration and Settlement Services Branch included the signing of the Canada/Alberta Immigration Agreement by the Honourable Ernie Isley on behalf of the Government of Alberta. This agreement delineates the respective roles and responsibilities of Canada and Alberta to ensure cooperation on matters related to immigration and settlement which affect the province.

Subsequently, in January of 1986, the responsibility for settlement services was assigned to the Director of Manpower Mobility. This amalgamation of the immigration and settlement mandates led to the changes of the branch name to Immigration and Settlement Services.

The Field Services Division opened Opportunity Corps in four new locations during the reporting period. New locations include High Level, Ardmore, Lac La Biche and Rocky Mountain House. Currently, Opportunity Corps services are available in 16 locations.

The Alberta Vocational Training program instituted a new skill enhancement program during the fiscal year. The program provides training or re-training for unemployed Albertans who may already possess skills in a low demand occupation, but who may need skill updating or additional training to obtain employment.

Apprenticeship and Trade Certification recorded an increase in the number of new apprentices, from 4,268 in 1984/85 to 6,318 in 1985/86.

Finally, the Training Services branch produced a new film entitled "Making It Work". The film, targeted at a wide range of audiences but primarily youth, encourages a positive attitude in the workplace and during the school/work transition.

Training and Employment Services Division

The Training and Employment Services Division is responsible for ensuring the department's training and employment programs and services are designed to respond to Alberta's economic strategy and to the needs of the provincial labour market. In helping with these responsibilities, the division takes a lead role for the department on program policy development, program design and development and monitoring, the maintenance of program integrity, and the assessment of program objectives.

At this time, responsibility for delivery of many employment and job creation programs rests within the Employment Initiatives Branch. The branch is not regionalized and is also one of the responsibilities of Training and Employment Services.

In November of 1985 a Division Headquarters staff was established including planning, policy development and administrative responsibilities for the division.

Training Services

In order to contribute to the long-term economic growth in the province, Training Services will facilitate a closer match between the supply of and demand for an appropriately skilled labour force by: assisting employers to offer appropriate training; assisting employees and job seekers to access training opportunities; influencing post-secondary institutions to offer labour market responsive training; and assisting Albertans to improve the pattern and quality of career transitions between school, training, work and retirement.

Occupational Training Services

During the 1985/86 fiscal year, Occupational Training Services coordinated the delivery of the Alberta Training Program and the Youth Employment and Training Program. Field delivery of the programs was accomplished through departmental offices in Edmonton, Calgary, Lethbridge, Red Deer, St. Paul, Grande Prairie, Fort McMurray and Hinton.

During the year, staff also continued to work with the Canada Employment and Immigration Commission to assist companies and workers in layoff situations through participation on joint employment adjustment committees.

A consultative service was provided to employers to develop training plans and programs. Staff approved programs developed by employers in relation to both the Alberta Training Program and the Youth Employment and Training Program. Staff also monitored and evaluated the various programs in terms of their effectiveness in meeting established priorities and objectives.

Alberta Training Program

During the 1985/86 fiscal year, the Alberta Training Program provided financial support to employers for the training and retraining of employees in medium and high skill occupations. The program also enabled employers to retrain some of their employees, averting layoffs.

The program was implemented April, 1984, with a termination date set for March 31, 1987. This program is now under consideration for extension.

During the 1985/86 fiscal year, 9,318 contracts were developed with 4,306 private sector employers, involving 14,968 trainees for a total funding commitment of $32,569,964.

ALBERTA TRAINING PROGRAM
1985/86

Total Number of Contracts	9,318
Total Number of Trainees	14,968
Total Training Expenditures	$32,569,964

Alberta Youth Employment and Training Program

The Alberta Youth Employment and Training Program is designed to assist young Albertans to establish careers through career guidance, work experience and training. The program consists of two elements: a Post-Secondary Internship and Training element for post-secondary graduates and a Youth Work Experience and Training element for youth out of high school, those who are high school graduates or those who have been out of the education system for a least 12 months.

The program was established on November 1, 1984, with a termination date of March 31, 1987. In the 1985/86 fiscal year, the program provided training and work experience to 10,540 Albertans.

Youth Work Experience and Training

Under the Youth Work Experience and Training element, a half day career guidance workshop has been offered through the Alberta Career Centres. All youth employed through this program element are invited to attend and obtain time away from the work site to do so. Some 4,000 youth attended during the 1985/86 fiscal year.

Initiation to Teaching Project

The Initiation to Teaching Project is a two year pilot project conducted as an element of the Post Secondary Internship Program, jointly funded by Alberta Manpower, Alberta Education and the participating school systems.

The purpose of the project is to provide for the continued professional training of graduates of Faculties of Education in an environment that will facilitate the transition from student to professional teacher.

The pilot began in September, 1985 and will continue to June 1987. Aspects of the project include developing, operating and evaluating the province-wide project. Some 900 interns will receive wage subsidy support, professional development training and varied work experiences each year of the pilot project.

ALBERTA YOUTH EMPLOYMENT AND TRAINING PROGRAM
1985/86

	Post-Secondary Internship	Youth Work Experience	Total
Number of Contracts	1,366	6,606	7,972
Number of Trainees	2,178	8,362	10,540
Training Expenditures	$12,121,494	$24,465,472	$36,586,966

National Institutional Training Program (NIT)

This is a federal-provincial program, pursuant to the National Training Act, under which the province provides educational services while the Canadian government contracts to purchase a certain number of places in post-secondary institutions. The federal government reimburses the province for a portion of its costs, and supplies financial assistance directly to federally sponsored students in the form of training allowances or unemployment insurance funds.

Under the apprenticeship part of this program, the federal government purchases institutional training on behalf of apprentices selected by the Apprenticeship and Trade Certification Branch of Alberta Manpower; also, it provides financial assistance to apprentices while they are undergoing the institutional portion of their program. Further data on the 1985/86 program is given in the following table:

NATIONAL INSTITUTIONAL TRAINING PROGRAM
1985/86

Type of Training		Trainees
General Purchase		
Technical Institutions	741	
Alberta Vocational Centres	2,045	
Alberta Petroleum Industrial Training Centre	2	
Community Colleges	2,303	5,691
Apprenticeship		12,125
Private Trade Schools		2,068
TOTAL		19,884

Vocational Training Programs

Vocational training programs, through the Alberta Vocational Training (AVT) program, facilitate the delivery of short-term vocation oriented training programs by providing funds to institutions. Use of these programs allows the department to expand institutional programs to meet the emerging needs of both individuals and industry. It also allows the department to facilitate the delivery of programs in smaller communities, to expand capacity to meet the needs of immigrants for english as a second language, and to provide "ad hoc" programs where the need is identified by the Canada Employment and Immigration Commission. In 1985/86, there were 518 programs financed throughout the province, providing vocational training to 17,126 individuals.

Vocational Training Services

Vocational Training Services, through the Alberta Vocational Training (AVT) program and the Vocational Rehabilitation of Disabled Persons (VRDP) program, is involved in the area of vocational counselling and training of disadvantaged and disabled adults. Under the AVT program in 1985/86, a total of 14,153 persons received financial assistance for training. Training took place in Alberta Vocational Centres, Community Vocational Centres, public colleges, technical institutes, private vocational schools and industry. Under the Private Vocational Training element, 1,110 students were provided with financial assistance.

Costs associated with the VRDP program were shared with the federal government under the Vocational Rehabilitation of Disabled Persons Agreement. Through this program, the department offered vocational assessment and career counselling services, and financial support to disabled Albertans to assist them with their vocational training. Specialized equipment such as opticons, television readers, talking calculators and talking typewriters, as well as special services such as tutors and interpreters were made available for the blind and deaf. Funds were approved for five coordinator positions for services to the disabled at post-secondary institutions involving two programs for the hearing impaired and one for the visually impaired. All public post-secondary institutions in the province were available for use by disabled adults.

SERVICES PROVIDED UNDER AVT-VRDP
1985/86

Institutions	No. of Students Admitted To Training		No. of Possible Student Days of Training	
	AVT	VRDP	AVT	VRDP
Technical Institutes	1,321	111	123,912	8,797
A.V.C.s	12,551	244	1,200,418	13,559
A.P.I.T.C.	12	1	482	6
Private Schools	661	55	58,994	5,439
Universities	--	139	--	10,769
Community Colleges	7,264	469	817,641	32,902
Agricultural Courses	50	--	2,290	--
Community Vocational Centres	1,003	--	105,570	--
School Boards	1,525	120	86,655	11,400
Out of Province	2	37	191	2,732
Others	6,890	12	818,978	1,332
TOTALS	31,279*	1,188	3,215,131	86,936

* In addition to this total number of AVT students, approximately 5,691 students were placed in programs funded by the federal government through the National Training Agreement on a cost-recoverable basis. (see National Institutional Training Program).

Private Vocational Schools Program

This program began April 1, 1985 and will continue until March 31, 1987. The program was designed to complement regular Alberta Vocational Training by providing assistance to unemployed persons who are obtaining training or retraining through licensed private vocational schools operating in Alberta. During 1985/86, a total of 1,110 individuals received assistance at a program expenditure of over $2,954,072.

PRIVATE VOCATIONAL SCHOOLS PROGRAM
1985/86

Total Number of Schools	15
Total Number of Trainees	1,110
Total Training Expenditures	$2,954,072

Career Information Services

Career Information Services researched, produced and distributed a wide variety of resource material; provided consultations, workshops and information to professionals and the public on career-related themes; and provided ongoing monitoring of computer-assisted guidance systems to Alberta Career Centres.

In 1985, the Career Information Hotline staff responded to over 12,514 calls and over 1,500 personal contacts. The following publications were produced: *So What's an Entrepreneur Anyway?; The Adult Back To School Book*; and *A Guide to Setting Up a Career Resource Centre.* Teaching profiles, three issues of *Career Development News* and three issues of *On Line* were also produced.

The publications *Apprenticeship Opportunities; Distance Education* and *Profiles on Oil and Gas* were revised.

The 1985 Canada Career Week was a success with the theme; "Take Charge of Change". The campaign included five booklets, four posters, two video cassettes, T-shirts, a speaker's bureau and a Canada Career Week theme song competition.

Staff responded to over 600 professional library requests and 428 public requests for career information; 647 audiovisuals were distributed to agencies and over 435,000 publications were distributed.

The most popular resource items were: *Job Seekers' Handbook, Stay Ahead With a Good Attitude, It's About Time, Women at Work, Changing Course Mid-stream, The School Work Connection* and *The Adult Back to School Book.*

CAREER INFORMATION SERVICES MATERIALS DISTRIBUTED
APRIL 1, 1985 to MARCH 31, 1986

Title of Publication	Quantities Distributed	Title of Publication	Quantities Distributed
Adult Back To School Book	26,395	Occupational Profiles	7,976
Alberta's Apprenticeship Program	4,189	Opening Doors	7,046
Apprenticeship Opportunities	14,026	Posters (Career Awareness)	2,010
Between Two Worlds	21,162	Posters (Occupational)	270
Changing Course Midstream	21,567	Post-Secondary Education Programs	560
Career Development News	13,000	So What's An Entrepreneur Anyway	15,466
Directions for the Future	9,177	Stay Ahead With A Good Attitude	44,538
Exploring Occupations	21,191	Time of Your Life	8,195
Great Balancing Act	8,759	What Now?	16,092
Guide to Setting Up A Career Resource Centre	376	What Would You Like To Be? (Coloring Book)	12,825
It's About Time	65,485	What Would You Like To Be? (Dictionary)	8,176
Job Seekers Handbook	64,989	What Would You Like To Be? (Teacher's Guide)	1,543
Kids and Careers	14,605	Women at Work	22,993
Learning at Home	859	Work Awareness	154
Let Your Fingers Do the Talking	3,363	TOTAL	437,109
Matters of Time Leaders Guide	122		

Hire-A-Student Program

The Alberta Hire-A-Student program is a cooperative activity sponsored by the federal and provincial governments, business, community and students' groups concerned with the placement of students in summer jobs. This combination makes this Alberta organization unique in Canada.

While the major sponsors (Alberta Manpower, the Alberta Chamber of Commerce and Canada Employment & Immigration Commission) provide funding support and resource personnel, each Hire-A-Student centre is autonomous and is operated by a local volunteer committee.

The objective of the program is to help students find jobs and to provide a service to employers. This is achieved by establishing summer employment placement offices and by providing students with job-search information.

In the 1985/86 program 1,803 job-search presentations were provided to 44,655 students, with 36,968 placements. Provincial government funding support for the program, both for the placement and job-search services was over $374,000 in direct support to the operating centres.

Hire-A-Student Advisory Council

The Council advised on issues affecting both the job-search information service and the placement service components of the Alberta Hire-A-Student program. It facilitated the participation by the co-sponsors of the program, including the Alberta Chamber of Commerce, local chambers and community groups, the Government of Alberta, and the Government of Canada.

The Council provided a channel for the communication of student employment needs and also offered assistance in the creation and support for the program in local communities. As well, it regularly assessed the program and made recommendations for change.

Employment Services

Employment Service's objective is to improve long term employment prospects for all Albertans. This is carried out through the planning and delivery of employment creation programs, the development of policy proposals, liaison with other bodies in the public and private sectors, the encouragement of initiatives to assist those with employment barriers in gaining meaningful employment and monitoring the effectiveness of departmental programs.

Employment Initiatives Branch

Employment Initiatives is responsible for developing and implementing programs and services to meet the special employment needs of unemployed Albertans.

The branch planned, developed, administered, and monitored the following employment programs: Alberta Wage Subsidy Program, Alberta Environment Employment Program, Priority Employment Program (P.E.P.), and the Summer Temporary Employment Program (S.T.E.P.). The branch also planned, developed, and assessed the Employment Skills program and the Special Placement Work Experience program.

1985/86 Alberta Wage Subsidy Program

The Alberta Wage Subsidy Program was implemented for the first time by Alberta Manpower in April, 1984. The $45.7 million program was available to private-sector businesses and farmers.

The purpose of the program was to provide unemployed Albertans, who have been residents of Alberta for at least three years, with employment opportunities within the private sector. The majority of the 23,240 jobs created were in service, clerical, farming, and sales occupations. The average duration of projects was 26 weeks.

1985/86 Alberta Environment Employment Program

The Alberta Environment Employment Program was implemented for the first time by Alberta Manpower in November, 1984. The $7.9 million program was available to non-profit organizations, community associations, municipalities, Indian Bands and Metis Settlements, and provincial government departments.

Eligible project activity had to have a direct and positive impact on the environment, could not duplicate existing services, and had to be supported by the community. Project activity included: erosion control, fire hazard reduction, tree planting, habitat improvement, nature trail development and environmental activities undertaken as a result of natural disasters.

Projects operated for a minimum of six weeks to a maximum of 12 months. The program created 1,115 employment opportunities for unemployed Albertans and contributed to regional economic growth and development in Alberta.

1985/86 Priority Employment Program (P.E.P.)

The objective of the 1985/86 P.E.P. was to provide employment and training opportunities for unemployed Albertans during the winter months. The $14.9 million program, consisting of two program elements, subsidized jobs for 4,214 Albertans. The two elements, the Provincial Government Department element and the Community Employment element, were aimed at public sector employers and non-profit organizatons.

Under the Provincial Government Department element 1,107 positions were funded on 934 departmental projects. Jobs were created primarily in the clerical, natural and social science areas.

The Community Employment element includes participation by non-profit organizations as well as municipalities, remote and isolated communities, and Indian Bands and Metis Settlements. These organizations provided 3,107 Albertans with jobs for up to six months.

1985 Summer Temporary Employment Program (S.T.E.P.)

The objective of the 1985 S.T.E.P. was to provide employment and training opportunities for students and unemployed Albertans during the summer months. The $23.5 million program, consisting of four program elements, subsidized jobs for 11,690 Albertans.

Three of the elements were directed toward public sector and non-profit employers. Under the Provincial Government Department element 1,905 positions were funded on 1,412 departmental projects. Jobs were created primarily in the clerical, natural and social sciences occupations. The Community Employment element includes participation by non-profit organizations, municipalities, remote and isolated communities, and indian Bands and Metis Settlements. There were 6,504 unemployed Albertans who were provided jobs of up to four months in duration within this element. The Career Opportunities element included the Recreation Work Experience, Veterinary Work Experience, Law Enforcement, Post-Secondary Institutes, Fish and Wildlife Officer Assistant, International Operations, Employee Relations, and Forest Officer Assistant components, which were all aimed at placing post-secondary students in career-related positions. This element provided 787 post-secondary students with jobs of up to four months in duration.

The Summer Farm element assisted farmers who provided farm-related work experience to high school and post-secondary students. This element provided 926 students with jobs of two months in duration.

1985/86 Employment Skills Program

The objective of the Employment Skills Program is to provide work experience and skill upgrading within provincial government departments for people receiving social assistance who require experience before re-entering the labour market. The program was administered by the Department of Social Services and Community Health and was funded by Alberta Manpower at $4 million, providing 702 job opportunities for social allowance recipients. Project duration was a maximum of six months.

1985/86 Special Placement Work Experience Program

The objective of this year-round program is to assist disabled and disadvantaged Albertans to obtain and maintain meaningful employment in the Alberta Public Service. Work experience opportunities of up to six months duration are provided in provincial government departments. The program, operated by the Personnel Administration Office, was funded at $400,000 in 1985/86. It provided assistance to 55 Albertans.

Special Needs

The Special Needs Section funded and supervised employment placement, employment counselling, and employment readiness services for six special needs groups including the Native Outreach Association of Alberta, the Employment and Readiness Program, Distinctive Employment Counselling of Alberta, Placement 45, Opportunity 45, Access 45, and the Y.M.C.A. Employment Program.

Funding and resource support were provided to selected groups who carried out employment placement, support, promotion, and development activities for Albertans experiencing employment-related difficulties. The special needs category includes individuals over 45 years of age, young adults with learning disabilities, people who are sensory disadvantaged, and Native people.

Participating groups and funding support levels are shown in the following table:

Organization	Activity	Funding
Placement 45, Edmonton	Employment Placement	$ 115,490
Opportunity 45, Calgary	Employment Placement	189,390
Access 45, Lethbridge	Employment Placement	72,100
Y.M.C.A., Edmonton	Employment Placement	193,689
Distinctive Employment Counselling Services Edmonton	Employment Readiness	173,012
Native Outreach Association	Employment Placement, Promotion and Support	844,621
TOTAL		$1,588,302

1985/86 Alberta International Marketing Program

The Alberta International Marketing program, implemented in November, 1984, promotes the development of export marketing operations in Alberta by providing post-secondary graduates the opportunity to gain first hand work experience in international marketing. The $500,000 program subsidizes employment opportunities for unemployed Albertans. Projects operate for a minimum of 12 months to a maximum of two years.

1985/86 Quebec/Alberta Exchange

Since its inception in 1980, the Quebec/Alberta Student Employment Exchange has increased from five students to the exchange of 40 students in the 1985/86 fiscal year.

The program's objectives are to provide meaningful work experience related to the participants' field of study, the opportunity to enhance second language skills and the opportunity to experience and learn about the culture of the other province.

The 1985/86 exchange involved 40 students with a total program expenditure of $119,043.

Immigration and Settlement Services

On November 5, 1985 the Honourable Ernie Isley, as Minister of Manpower, signed the Canada/Alberta Immigration Agreement on behalf of Alberta. The purpose of this agreement is to delineate the respective roles and responsibilities of Canada and Alberta, and to ensure cooperation on matters related to immigration and settlement which affect the province.

Subsequently in January, 1986 the responsibility for settlement services was assigned to the Director of Manpower Mobility. This amalgamation of the immigration and the settlement mandates into one unit led to the changing of the branch name from Manpower Mobility to Immigration and Settlement Services.

Immigration and Settlement Services serves as a provincial voice on immigration and settlement issues through the participation of the branch director as co-chairman of the "Implementation Committee". The Implementation Committee was established by the Joint Committee (Policy) to give operational effect to the Immigration Agreement.

Immigration Programs

The branch is responsible for carrying out specific departmental responsibilities which relate to both economic and social immigration issues. The immigration related programs and services are designed to: assist Alberta to attract and participate in the selection of independent category immigrants; allow for provincial participation in setting standards for sponsorship undertakings and admissions under Minister's Permit; and, address immigration related concerns of Alberta residents.

Economic Immigration

Economic immigration relates to the services required to attract and select immigrants who will make economic contributions to the communities in which they settle. The program has two principal elements. One relates to business immigration and the other to labour force immigration.

The objective of the "Business Immigration Program" is to attract business immigrants who will establish business ventures which will make a significant contribution to the economy and create permanent jobs for Albertans. The services are designed to encourage prospective business immigrants to visit Alberta to explore business opportunities; provide coordination and liaison support between provincial and federal offices and the applicant; and to provide ongoing immigration and relocation information and support.

The objective of the "Labour Force Immigration Program" is first to ensure that qualified Canadians are given priority consideration and secondly that whenever qualified Canadians are not available that Alberta employers are able to recruit elsewhere. The services are designed to assist Alberta employers explore all federal and provincial employment and training programs prior to considering offshore recruiting and to assist Alberta employers to mount offshore recruiting programs whenever other options have been exhausted.

Other services in this element include information and counselling related to border crossing requirements for guest speakers, cultural and artistic groups, visiting lecturers, invited by provincial institutions and Alberta employers and coordination and information services to International Exchange Programs and Foreign Worker Movements.

Social Immigration

Social immigration services are those services extended to Alberta residents and prospective immigrants on non-economic immigration related matters. The services tend to divide into either sponsorship concerns or into concerns such as visa extensions or access to provincial services by foreign nationals allowed entry under Minister's Permit.

Immigration Advisory Services responds to specific requests for assistance by Alberta residents in resolving specific immigration problems by counselling Alberta residents on appropriate immigration procedures, liaising with external visa offices and/or Canada Employment and Immigration and monitoring federal government action on individual cases.

The Immigration Review Panel is an interdepartmental panel, chaired by the branch, which reviews applications for permanent or temporary admission under Minister's Permit from persons seeking to access provincial medical and/or social services. The purpose of the panel is to review applications so that admissions do not create a danger to the public or make an unreasonable demand upon provincial medical or social services.

IMMIGRATION SERVICES

Business immigration applications	131*
Proposed Investment	$19,362,000
Proposed Job Creation	879
Immigration Enquiries	5,307

*Data based on calendar year.

Settlement Services

Settlement Services programs are designed to assist newcomers from other countries adjust to life in Alberta so that their potential contributions to the social, cultural and economic life can be realized. Settlement Services provides grant support to volunteer community aid organizations, consultation, program development assistance, information and resource materials related to the settlement of newcomers Alberta.

In 1985/86, emphasis continued to be on employment related counselling and referral and on adjusting and tailoring settlement activities to meet the increasing diversity of refugees and other immigrants who settle in this province.

Operating grants were allocated to ten volunteer immigrant aid organizations in Calgary, Edmonton, Red Deer, Lethbridge and Medicine Hat. Additionally a Special Projects program was available for additional settlement related projects in various communities. Refugees from Vietnam and El Salvador continued to be two of the major groups among clients served by immigrant aid organizations.

Direct services provided by local organizations with Settlement Services support include reception, orientation and first-language counselling and referral. English language training and employment preparation are among the main concerns in the adaptation of newcomers.

Multi-lingual staff and volunteers also provide translation/interpretation assistance, which is particularly important to newcomers who have come from countries culturally different from Alberta. Participation of volunteers in local settlement organizations increased again in 1985/86 to a total of approximately 30,000 hours of service.

As part of its education and training efforts, Settlement Services organized seminars and workshops on the following topics: mental health needs of immigrants, counselling immigrant families, orientation for newcomers, and volunteer agencies' Boards of Directors. Staff offered presentations and workshop sessions at the following conferences: Alberta Association of Immigrant Serving Agencies, Alberta Teachers of English as a Second Language, Western Conference of Settlement Agencies, Catholic Social Services "Reflections on Caring" conference. During the year the Settlement Services resource centre library was expanded to better serve the information needs of the professionals and volunteers who provide services to immigrants.

SETTLEMENT SERVICES

Operating Grants to Immigrant Aid Organizations	$966,405
Special Project Grants	$231,531
Clients served by Immigrant Aid Organizations	11,500

Publications

The Immigration and Settlement Services Branch published the following publications during the 1985/86 fiscal year.

- *Newcomers' Guides to Alberta* - a ten book multilingual series in English, Vietnamese, Spanish, Chinese and Polish versions.
- *Alberta Fact Sheets* - a seven booklet series.
- *Settlement Newsletter* - published quarterly.
- *Alberta - A Good Life for you and your Business*
- *Directory: Certification & Registration Bodies for Professions and Occupations in Alberta*
- *Immigration to Alberta* (Overview from 1981 to 1985) and
- *Settlement Services and Programs: An Alberta Directory.*

Apprenticeship and Trade Certification

These branches, in relationship with the Apprenticeship and Trade Certification Board and a network of apprenticeship committees, administer programs for the training and certification of tradespersons to the journeyman level and updating at the post-journeyman level, ensuring development of a skilled Alberta work force. Apprentices registered in the training programs receive both on-the-job and institutional technical training. The Apprenticeship and Trade Certification branches are instrumental in maintaining an efficient and well organized program to meet the needs of employers and employees.

The branches carried out requisite examination of apprentices and eligible journeymen, and in 1985 issued permanent certificates to 8,448 qualified individuals. Curricula for apprenticeship training and journeyman updating were developed in consultation with provincial apprenticeship committees for the respective trades. Financial arrangements for technical training and trainee support were provisions of the Federal/Provincial Agreement under the National Training Act.

Alberta's apprenticeship system is one of the most effective in Canada. The participation of employee and employer representatives on committees is necessary to develop, support and monitor currency in trades training programs. Participation is demonstrated by the 19,017 registered apprentices, including 6,318 new apprentices. Although the overall number of registered apprentices is lower than in 1984, after a steady decline during the first eight months of 1985 (down to 18,160), a continuous increase followed due to a rise in activity in the service trades. The increased interest in service or maintenance trades and post-journeyman requirements continues to indicate a changing emphasis in the work place. Increased shop registrations indicate growth in small businesses.

Program Planning and Development

This branch develops and maintains acceptable training standards for designated trades. This involves consultation with local and provincial apprenticeship committees for each trade.

The Program Planning and Development Branch approves accreditation for trade-related programs offered by institutes and colleges in Alberta. They participate in preparing and analyzing examinations in cooperation with other provinces and territories in Canada, contributing to a successful interprovincial standards program. Surveys for two proposed trades were completed and two surveys are in progress.

This branch developed and revised 82 course outlines and examinations, assisted in the revision of six interprovincial examinations, organized, chaired, participated in and prepared minutes for 543 meetings, and made 537 liaison calls to industry work sites and training institutes.

The branch has undertaken a major task of developing and promoting over 100 journeyman updating courses, which are designed to update Alberta journeymen in regard to technological change or innovations in their trades.

Staff of the branch attended and participated in meetings of the Interprovincial Standards Program Coordinating Committee, the Interprovincial Standards Examination Committee and the Interprovincial Standards Sub-Committee on Examination Item Banking.

Registration and Certification

The Registration and Certification Branch implements programs, training schedules, conducts examinations and maintains certification standards. These responsibilities include interaction with institutional, federal and provincial representatives, and are assigned to the Registration and Schools, Examinations and Certification Control, and the Data and Records Control Units. These activities are designed to coordinate administrative, training and certification needs.

Registration and Schools

The responsibilities of this unit include performing functions similar to those of a registrar. Apprentice and journeyman updating requirements are estimated annually. Discussions and negotiations are arranged with the institutions and colleges to determine technical training dates and quotas. The classes are monitored through coordination of information and compilation of statistics. Technical training results are forwarded to the respective attendees. School attendance was 13,180 apprentices, with 4,655 graduates and 6,318 new apprentices indentured. A total of 2,300 journeymen attended technical training courses, designed to update their skills in respect to technological changes or innovations within their trades.

Examinations and Certification Control

The Examinations and Certification Control Unit finalizes journeyman and pre-employment examinations, approves interprovincial applications, issues replacement and exchange certificates, maintains examination inventories, and marks and administers all examinations throughout the province. A total of 9,131 journeyman certificates were issued by Apprenticeship and Trade Certification, including replacement certificates previously issued in 51 trades, and replacement certificates previously issued by the Electrical Protection Branch of Alberta Labour. A total of 2,267 updating cards were issued to attendees of Alberta Journeyman Updating classes. In 1985, 33,300 examinations were administered.

Data and Records Control Unit

The Data and Records Control Unit coordinates the development and maintenance of the electronic data processing systems used by the Apprenticeship and Trade Certification branches. This unit also provides administrative support functions such as budget, personnel, issuance of record books, word processing, data control, bookkeeping and filing.

Programs for the Disadvantaged

The Programs for the Disadvantaged Branch identifies, develops and coordinates programs for the training and certification of disadvantaged persons in designated trades. Policies and procedures are established and administered on a province-wide basis by this branch.

For the purpose of this program, disadvantaged persons include: any person who, through financial circumstances or geographic residential location, is unable to gain employment as an apprentice or certification as a journeyman in the work force; the incarcerated; parolees; and the disabled. Assistance is provided in arranging technical training courses, reading assistance for examinations and interpreter services.

Apprenticeship and Trade Certification Board

Membership on the Apprenticeship and Trade Certification Board includes the Executive Director, the Chairman, four members and one alternate representing employees, four members and one alternate representing employers, and two members representing the general public.

The board's primary function is to advise the Minister of Manpower on all matters pertaining to apprenticeship training and certification. Some specific functions of the Board are to:

1. Review petitions for designation of trades and make recommendations to the Minister.
2. Scrutinize recommendations from provincial apprenticeship committees concerning trade regulations and, if acceptable within the parameters of the Act, recommend their adoption by Ministerial Order.
3. Approve the length and content of training programs on the recommendation of provincial apprenticeship committees.
4. Appoint local apprenticeship committee members.
5. Hear and rule on appeals made against decisions of the Executive Director.

In making policy decisions and carrying out its obligations, the board draws upon the specific expertise of 51 provincial apprenticeship committees: one for each designated trade. Membership on the provincial apprenticeship committees is comprised of all local apprenticeship committee members, of which there are approximately 8,975, representing all areas of Alberta. In addition, the Board has the authority to call public meetings to broaden its input on matters relating to its responsibility under the Act.

Apprenticeship Field Offices

Apprenticeship Field Offices operate under the direction of the Executive Director and the provisions of the Manpower Development Act -- the general regulations and specific trade regulations covering apprenticeship training and certification of workers.

Field consultants visit industrial job sites and counsel employers and employees regarding designated trades, journeyman certification and apprenticeship training. Application and enforcement of relative parts and sections of the Act and regulations are carried out with emphasis on maintaining appropriate public relations.

There are 11 regional offices located in Bonnyville, Calgary, Edmonton, Fort McMurray, Grande Prairie, Hinton, Lethbridge, Medicine Hat, Peace River, Red Deer and Vermilion which provide services to their journeyman and apprentices in these areas.

In 1985 there were 18,968 registrations in 51 trades; 1,841 shops were listed as out of business, and 1,873 newly established businesses were registered. Additional registrations were required in some shops more than once during the year due to applications for pre-employment programs, wage subsidy programs and complaints from the public related to the Manpower Development Act and trade regulations. A total of 20,841 registrations were taken over the year.

In excess of 60,000 people visited the regional offices to obtain information on apprenticeship and certification, or to register complaints from the public related to the Manpower Development Act and trade regulations. A total of 20,841 registrations were taken over the year.

In excess of 60,000 people visited the regional offices to obtain information on apprenticeship and certification, or to register complaints regarding people working in contravention of the Act and trade regulations. Apprenticeship field consultants chaired 196 local apprenticeship committee meetings, and staff visited 574 high schools across the province to make career presentations.

Field Services Division

As explained at the beginning of this report, Alberta Manpower has regionalized its activities during the 1985/86 fiscal year. Under the Field Services Division, three Regional Offices were created and officially opened in the South (Calgary), Central (Edmonton) and North (Peace River) regions.

During 1985/86 the Field Services Division delivered various programs and services. T.. se included Apprenticeship and Trade Certification, Career Centre services, Opportunity Corps, Employment Counselling and Relocation Services, the Alberta Training Program and the Alberta Youth Employment and Training Program. Consultative assistance was provided to individuals and employers by field staff in addition to these programs. For descriptions of Apprenticeship, Alberta Training Program and Alberta Youth Employment and Training Program see the Training & Employment Division.

Alberta Career Centres

Career Centres offer a variety of programs and services to Albertans needing assistance in all aspects of career planning and development. Their chief activities include counselling, referral consultation, information, testing and assessment.

Fifteen Alberta Career Centres operate in the province, with offices in Calgary, Edmonton, Fort McMurray, Grande Prairie, Hinton, Lethbridge, Medicine Hat, Peace River, Pincher Creek, Red Deer, St. Paul, Lloydminster, High Level, Camrose and Bonnyville. Satellite offices are also located in eleven communities: Cold Lake, Wetaskiwin, Drayton Valley, Whitecourt, Olds, Drumheller, Blairmore, Brooks, Fort Macleod, Cardston and Clairsholm. Services are provided to these communities and to the surrounding areas.

Career counsellors in each centre offer programs and services designed to assist adult Albertans in the process of career planning. Activities include individual and group counselling, interest testing, and referral for education, training and student support services. A major emphasis is placed on career development services for unemployed Albertans. These services are offered through Job Clubs and Job Search Workshops which run regularly.

A variety of career counselling services for youth were provided during the year in conjunction with the department's Alberta Youth Employment and Training Program. Counsellors provided information to individuals about the program and certified those persons hired under the Youth Employment element. The Career Centres continued to emphasize group programs such as Career Planning, Advanced Career Planning, Occupational Choice Seminar, Job Search Strategies, Career Transitions, Career Decision-Making and Job Dissatisfaction.

Opportunity Corps

The Opportunity Corps is a program designed to prepare, train and assist Albertans in developing the skills required to move from a condition of dependence upon government to a condition of economic and social self-sufficiency. The program works with individuals who lack sufficient skills either to gain employment or to enter more formal training programs.

The Opportunity Corps has a number of operational objectives which include assisting trainees in developing employment-related skills, good work habits, self confidence, the life skills needed to function in an employment setting and in setting career goals. The Corps also assists communities in carrying out projects to benefit residents, and provides trainees with an opportunity for personal growth and self development to help them relate better to their families, communities and work environment.

To achieve these objectives, program activities of a broad variety are undertaken in work experience projects, life skills training and short courses which provide exposure to a number of trades and academic upgrading. During 1985/86 the range of short courses was further expanded to include activities such as carpentry, small engine repair, and heavy equipment operation.

This year the focus of effort was on the expansion of service through the opening of four new sites, including High Level, Ardmore, Lac La Biche and Rocky Mountain House, and through the upgrading of a number of existing facilities including Fort Chipewyan, Slave Lake and Calling Lake. A broad range of Corps projects assisted in the development of social and recreational services such as the repair of senior citizens homes, and the development of parks in a number of communities.

During the year, the Opportunity Corps operated in the communities of Slave Lake, Calling Lake, Janvier, Fort McMurray, Fort Chipewyan, Trout Lake, Peerless Lake, Wabasca/Desmarais, High Prairie, Peace River, and Fort Vermilion as well as the four new sites in High Level, Ardmore, Lac La Biche and Rocky Mountain House. Approximately 650 trainees were involved in the program.

Employment Counselling & Relocation Services

Employment Counselling and Relocation Services assists northern families in relocating to centres with employment opportunities. Services provided in support of the program include:

(a) Transitional Housing

Through the Alberta Housing Corporation, families are provided with housing in a new community. The rental of these units is geared to income.

(b) Counselling and Orientation

In recognition of the fact that families in the program are going through a major readjustment, intensive and extensive counselling is provided in areas such as employment, home operation and maintenance, budgeting, urban skills and education.

(c) Community Support System

The total community must be involved in the integration process and support comes from all sectors including municipal councils, social agencies, schools and Native organizations.

Those families who have made a successful transition to life in their new community are able to buy their homes. Under this policy, rental payments are applied to the principal thus reducing the cost of the house. In the 1985/86 fiscal year 40 houses were sold to program participants.

During the reporting period, 70 families participated in the program in Fort McMurray, Bonnyville, Grand Centre, Whitecourt, Slave Lake, Peace River/Grimshaw, High Prairie, Grande Prairie, High Level, Hinton and Lac La Biche.

Manpower Information and Planning Division

The Manpower Information and Planning Division is responsible for providing a wide range of planning, research, information, policy analysis and evaluation services to assist the department to develop and deliver its programs and services throughout the province.

During the fiscal year, the division conducted primary and secondary research and analysis to identify Alberta's past and most probable future labour market conditions, and to determine their implications for the provision of manpower services to adult Albertans. The information prepared by the division was generated and maintained in a number of ways. These included in-house research, contracts with external consultants and a cooperative information exchange with other departments and agencies in Alberta and the rest of Canada.

Manpower Information Development

The Manpower Information Development Unit collected, developed and analyzed data on manpower trends and labour market conditions in Alberta. This included monitoring current economic indicators, employment trends and unemployment statistics for the province and regions, as well as industry and occupations. A study of employment trends in the manufacturing industry was undertaken. Other activities included developing an information base on the construction industry, enhancing available regional statistics and assisting with a survey of employers to determine employment trends in northeast Alberta. The unit continued to act as the provincial focal point for the activities of the federal government's Canadian Occupational Projection System.

Resource Industries Manpower Unit

The Resource Industries Manpower Unit developed and analyzed information on manpower and investment trends in Alberta's resource industries, with particular emphasis on the oil and gas industry. This included examining employment implications and training requirements of resource-related projects. The branch also developed and evaluated policy alternatives related to job creation, assisted in the development of the enhanced Alberta Vocational Training (AVT) program, and facilitated the departmental strategic planning process.

Demography and Immigration Information

The Demography and Immigration Information Branch's activities were directed at two components of Alberta Manpower's mandate: demography and immigration; and program evaluation. Branch activities included the compilation and analysis of information pertaining to population change, interprovincial migration and immigration. The branch also developed population projections and undertook trend and policy analyses of Alberta's demographic environment. In terms of program evaluation, for which the branch is also responsible, activities involved evaluating several of the department's job creation and training programs and included the development of program information systems and the assessment of program impacts and rationale.

Special Projects Branch

The Special Projects Branch compiled and analyzed data on education and training programs in Alberta and their impact on the supply of skilled manpower to the labour force. Particular emphasis was on the graduates from these programs and the branch undertook a major survey of the graduates from all the colleges and technical institutes across the Province. A major database of programs, enrolments and graduations has been developed providing a substantial basis for trend analysis. The branch also represented the Department on the Alberta Health and Social Services Disciplines Committee.

Finance and Administrative Services Division

The Finance and Administrative Services Division coordinates and controls the development and operations of departmental support services including strategic and policy planning, finance, personnel, communications, systems development, legislative and other administrative services.

Personnel Branch

The Personnel Branch is responsible for the planning, development, coordination and administration of the department's Human Resource Management program.

The major emphasis in the 1985/86 fiscal year was placed on recruitment and selection and classification. During the reporting period, 84 competitions were held; resulting in the screening of 4,141 applications and the interviewing of 504 applicants. There were 132 classification actions during this period resulting in 26 reclassifications, 55 creations and 51 updates.

Training and Development

Two major trends in training and development continued to characterize our departmental activity: the continued delivery of internal courses; and the continued use of microcomputer technology. New activity included the development of a comprehensive departmental training and development policy, some preliminary activity in Human Resource Planning, and heavy participation in the development of APIX (Alberta Cross Government Personnel Information System).

Human Resource Planning

In the 1985/86 fiscal year, three position papers on Human Resource Management were tabled with Manpower's Executive Committee to serve as a blueprint for a model to be developed and implemented in the department. An initial Human Resource Planning steering committee was formed to coordinate this development.

Occupational Health & Safety

Emphasis was directed toward employee awareness programs, occupational accident reduction and control in high incident areas. These activities assist high incident areas to exercise more self audit and self inspection responsibilities at worksites.

Administrative Services Branch

The Administrative Services Branch reviews and develops provincial legislation and legal agreements related to Manpower. The branch is also responsible for library services, records management; coordinating office accommodation, equipment and supply services, departmental mail and messenger services. It manages the department's information processing system which includes data processing, word processing and telecommunications.

Systems Development

The Systems Development Unit undertook the management of several large projects in 1985/86. The integration of the Apprenticeship Training System was initiated in April, 1985, with a targeted completion date of May, 1986. Two major studies, the Regional Data Dissemination Study and the Long Range Information System Plan were begun with targeted completion dates of May 30, 1986 and June 30, 1986, respectively. Acquisition of hardware and software in support of the department's administrative and program requirements has remained high due to expansion of the Employment Incentive and Training Initiatives program and the recently adopted policy of regionalization.

General Services

General Services completed the implementation of a computerized fixed asset inventory system. Regionalization of the department extended existing services in the areas of accommodation, fixed assets, furniture, telecommunications, parking and maintenance. New Opportunity Corps training facilities were constructed in Ardmore, Rocky Mountain House, Lac La Biche, Slave Lake, Fort Chipewyan and High Level.

Library Services

Legislative and Library Services participated in the drafting and review by industry of new regulations under the Apprenticeship, Training and Certification Act. This Act was assented to but has not been proclaimed. "Off the Shelf" continued to be produced monthly and was effective in keeping the staff in the regional offices informed of the Library's acquisitions. The unit developed 82 contracts to facilitate program delivery on behalf of the department.

Records Services

During 1985/86, Records Services played an active role on the Public Records Office Advisory Council by assisting in the development of the Administrative Records Disposition Authority. Internal training courses were conducted in all regions and several presentations were provided within the interdepartmental training program. Major system installations and projects were provided to the Training and Employment and Field Services divisions.

Communications Branch

The primary role of the Communications Branch is to ensure public awareness and understanding of the department's programs and services.

Information is provided through advertising, pamphlets, booklets, brochures, news releases, posters, speeches, films and audiovisual presentations.

Operating in a dual capacity, the branch advises the department on communications policy and supervises production of the materials used to carry out that policy.

During the year, Communications coordinated the marketing of new job creation programs and departmental services. Major advertising campaigns were developed for the Journeyman Updating and Alberta Vocational Training programs.

The branch also supervised the scripting and production of a 15-minute dramatic film, "Making It Work", for the Training Services branch. Through a number of dramatic vignettes, the characters reveal attitudes affecting their jobs and relationships with co-workers. The film looks at employer/employee expectations, monitoring, recognizing skills, and the importance of maintaining a positive attitude.

As in previous years, Communications was actively involved in the year-round planning and production for Canada Career Week, including a song competition in which over 30 entires were received.

Other branch projects included coordination of sod-turning ceremonies for the new Opportunity Corps in Rocky Mountain House, Lac La Biche, High Level and Ardmore.

Finance Branch

The Finance Branch directs and monitors financial transactions and provides financial leadership and control for the department. The branch is responsible for the development of an effective budget planning and review process; it also collects, analyzes and disseminates operational data. During the year, Finance was actively involved in preparing for the departmental conversion from the Alberta Financial Information Systems (AFIS) to the new Departmental/Central Financial System (DFS/CFS). The conversion is effective April 1, 1986 and is part of a government wide transition targeted for completion in 1988. The activities of the branch fall into three main areas:

Financial Planning

This unit prepares annual estimates of expenditures for all programs and serves within the jurisdiction of the department. The unit also monitors expenditures in relation to authorized budgetary levels and provides financial guidance to the department.

Accounts Processing

This unit processes all expenditure payments for the department.

Audit

This unit provides an independent and objective review of the various programs administered by the department. In addition, the audit function reviews the financial and internal control systems of the department.